

IMMIGRATION AND NATURALIZATION SERVICE (INS)

FACT SHEET FOR NON-U.S. CITIZENS TO WORK IN U.S. AND WHAT SUPPORTING DOCUMENTATION IS NEEDED

GREEN CARD: (these cards will all have 3/4th Angle FRONTAL facial photos)

- Resident Alien Form I-551 (Valid for two years)
- Conditional Permanent Resident Card Form I-551 (Valid for two years)
- Permanent Resident Card Form I-551
- Alien Registration Receipt Card I-151 Issued by INS prior to June 1978, to lawful Permanent Resident Aliens. This Card is no longer issued, valid indefinitely.

TEMPORARY RESIDENT CARD I-688

- Issued by INS to aliens granted temporary resident status under the Legalization or Special Agricultural Worker Program. Valid until Expiration Date.

PASSPORTS: Valid Passport (Unexpired) (If expired need Extension Letter)

- Passport with a stamped INS Visa / paperwork I-94 (Extension Letter if Pass Port expired)
(I-94 Arrival/Departure Record: an individual in possession of the departure portion of this document may only be employed if the document bears an “employment authorization” the expiration date is noted on the Form I-94)
- Student Visa in passport is not a work authorization permit, they must have a I-766 Employment Authorization Card or
- Student Visa in passport with a Form I-94 for nonimmigrant students must be accompanied by an I-20 Student ID endorsed with employment authorization by the Designated School Official for off-campus employment. INS will issue Form I-668B Employment Authorization Document to all students authorized for a post-completion practical training period.
- Foreign National Passport stamped by INS with a I-551 this authorizes Foreign National to Work (stamp says: Processed for I-551, Temporary Evidence of Lawful admission for permanent residence valid until _____ Employment Authorized)

EMPLOYMENT AUTHORIZATION:

- Employment Authorization Card I-766
Work permit Card issued by INS (check for issue date and expiration date)
- Employment Authorization Card I-688A
Issued by INS to applicants for temporary resident status after their interview for Legalization or Special Agricultural Worker Status. Valid until Expiration Date.

CERTIFICATES:

- Certificate of United States Citizenship N-560 or N-561
- Certificate of Naturalization N-550 or N-570

****ALL NON-U.S. CITIZENS WILL BE ISSUED ONE OF THE ABOVE CARDS/DOCUMENTS/CERTIFICATES, IT WILL HAVE A NUMBER REGISTERED TO THAT DOCUMENT BE ABSOLUTELY SURE YOU RECORD THAT DOCUMENT NUMBER!!**

Point of Contacts for this Fact Sheet:

Immigration & Naturalization Consultants, Colorado Springs, CO

INS Help Line 1-800-375-5283

Resource Material:

Handbook for Employer's Instructions for Completing Form I-9 M-274 (Employment Eligibility Verification Form)

www.uscis.gov/graphics/lawsregs/handbook/hnmanual.htm

Denver INS office, 470 Paris St, to make an appointment you need an info pass

www.infopass.uscis.gov